

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE

COMBINED DETAIL SUMMARY

	1993	1994	1995	1995	1996
110 Regular Salaries	1,798,515	1,887,840	1,737,240	1,935,650	1,770,600
120 Special Salaries	43,445	44,950	64,290	44,950	61,590
130 Overtime	13,427	0	500	0	500
140 Employee Benefits	452,812	503,540	427,270	514,480	449,610
150 Planned Savings	0	(35,680)	(29,740)	0	(29,020)
SUBTOTAL PERSONAL SERVICES	2,308,199	2,400,750	2,199,560	2,495,080	2,276,020

	1993	1994	1995	1995	1996
210 Utilities	0	0	0	0	0
220 Communications	68,705	78,040	71,000	77,840	69,240
230 Transportation and Training	7,204	5,780	8,140	5,780	5,190
240 Insurance	100	0	100	0	100
250 Professional Fees	70,046	87,790	171,770	97,250	151,430
260 Data Processing	297,529	290,680	356,820	297,000	270,630
270 Equipment Contracts	3,788	5,770	5,090	5,770	5,090
280 Building and Grounds Contracts	0	0	0	0	0
290 Other Contracts	23,671	21,760	28,220	22,570	28,740
SUBTOTAL CONTRACTUAL SERVICES	471,043	489,820	641,140	506,010	530,340

	1993	1994	1995	1995	1996
310 Office Supplies	81,245	85,070	81,970	85,070	89,840
320 Clothing and Towels	0	0	0	0	0
330 Chemicals	0	0	0	0	0
340 Equipment Parts	82	1,350	1,350	1,350	1,350
350 Materials	0	0	0	0	0
360 Equipment Supplies	8,132	12,000	12,000	12,000	12,000
370 Building Parts	28	0	0	0	0
380 Non-Capitalizable Equipment	1,935	1,690	2,820	1,690	2,670
390 Other Commodities	50	0	50	0	50
SUBTOTAL COMMODITIES	91,472	100,110	108,190	100,110	107,130

	1993	1994	1995	1995	1996
410 Land	0	0	0	0	0
420 Buildings	0	0	0	0	0
430 Improvements	0	0	0	0	0
440 Office Equipment	0	0	0	0	0
450 Vehicular Equipment	0	1,330	350	1,330	40,850
460 Operating Equipment	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	1,330	350	1,330	40,850

	1993	1994	1995	1995	1996
510 Interfund Transfers	0	0	0	0	0
520 Debt Service	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0
540 Other	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0
TOTAL	2,870,714	2,992,010	2,949,240	3,102,530	2,899,560

FINANCE DEPARTMENT

The Finance Department coordinates the financial affairs of the City, as well as providing various internal services/supplies for all departments. The Department includes the Director's Office and two divisions: (1) Financial Management, which includes the Budget Office, Central Accounting, Purchasing, Risk Management/Safety and Records; (2) Treasury, which includes Revenue Management, City Hall Express, Special Assessments and Pension. The Finance Department also administers the Internal Service Funds of Self-Insurance, Telecommunications, Data Center and Stationery Stores, as well as administers and plans for the Debt Service Fund.

Budget Highlights

The adopted 1995 budget shows a decrease of \$80,150 over the 1994 adopted budget. The approved 1996 budget decreases \$12,300 from the adopted 1995 budget.

- Privatization of alarm billing in 1994 has resulted in the elimination of an Administrative Aide III position in the Treasury division. Alarm billing will be provided by an outside contractor with projected annual savings of \$62,000.
- The Benefits function has been transferred to the Retirement Trusts and continues to be fully funded from the Retirement Trusts budget.
- A Federal Aide Coordinator (range 113) has been proposed in the 1995 budget. This position will be responsible for coordinating all federal grants administered by the City of Wichita.
- In 1995, funding for a fax processing system will allow license and permit applications to be directly faxed. There is also the potential to fax City Ordinances, Council agendas, and minutes of the City Council meetings to citizens. The fax system will be provided on a fee for service basis.
- In 1994 and 1995 the department will be implementing ADPICS, a previously purchased software program that will automate the purchase requisition (PR) process. This will allow PR's under a current contract agreement to be processed automatically which will expedite the purchase process.
- In 1995, \$25,000 has been budgeted to study the Special Assessments work procedures. The study will look at bond preparation work, notifications for specials, lot splits and the record retention/filing system. The Special Assessments activity is fully funded from projects.

Budget Summary

	1993 Actual	1994 Adopted	1994 Revised	1995 Adopted	1,996 Approved
Personal Services	2,308,199	2,400,750	2,199,560	2,234,760	2,278,020
Contractual Services	471,043	489,820	641,140	530,340	514,060
Commodities	91,472	100,110	108,190	105,910	107,130
Capital Outlay	0	1,330	350	40,850	350
Other	0	0	0	0	0
TOTAL	2,870,714	2,992,010	2,949,240	2,911,860	2,899,560

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL FUND
DEPARTMENT: 03 - FINANCE
DIVISION: 10 - DIRECTOR'S OFFICE
SECTION: 01 - ADMINISTRATION

	1993 ACTUAL	1994 ADOPTED	1994 REVISED	1995 APPROVED	1995 ADOPTED	1996 APPROVED
110 Regular Salaries	206,177	215,610	100,400	221,650	100,560	100,720
120 Special Salaries	3,788	0	12,500	0	7,500	7,500
130 Overtime	0	0	0	0	0	0
140 Employee Benefits	49,306	49,180	24,130	50,070	25,330	26,390
150 Planned Savings	0	(3,490)	(1,650)	0	(1,580)	(1,610)
SUBTOTAL PERSONAL SERVICES	259,271	261,300	135,380	271,720	131,810	133,000
210 Utilities	0	0	0	0	0	0
220 Communications	1,581	2,410	3,380	2,410	3,420	3,420
230 Transportation and Training	1,666	1,130	6,150	1,130	5,150	6,850
240 Insurance	0	0	0	0	0	0
250 Professional Fees	0	0	0	0	0	0
260 Data Processing	15,888	15,890	15,890	15,890	13,650	13,650
270 Equipment Contractuals	54	400	100	400	100	100
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	1,438	680	700	680	700	700
SUBTOTAL CONTRACTUAL SERVICES	20,627	20,510	26,220	20,510	23,020	24,720
310 Office Supplies	1,276	2,060	2,060	2,060	2,060	2,060
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	0	0	0	0	0	0
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	16	0	0	0	0	0
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	1,292	2,060	2,060	2,060	2,060	2,060
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	0	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	281,190	283,870	163,660	294,290	156,890	159,780

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 10 - DIRECTOR'S OFFICE
SECTION: 01 - ADMINISTRATION

The Director's responsibilities are to provide fiscal support programs and direction for all City departments, monitor all Federal, State and Local financial budgets and render advice and services as requested by the City Manager and City Council. Duties of the Director include: coordination of all accounting, external auditing, bookkeeping, billing, revenue collection and purchasing activities for the City, as well as the responsibilities of City Clerk. Additionally, the Director is charged with the task of coordinating and supervising the preparation of the City's budget, investment policies, retirement systems, records management, special assessment and risk management systems.

POSITION TITLE	POSITIONS			1995 EMPLOYMENT RANGE	1994 ADOPTED	1994 REVISED	1995 ADOPTED	1996 APPROVED
	1993 RVSD	1994 ADPTD	1995 ADPTD					
Director of Finance	1	1	1	002	68,950	70,720	70,720	70,720
Assistant Director of Finance	1	1	0	005	52,000	0	0	0
Management Services Director	1	1	0	006	60,100	0	0	0
Administrative Secretary II	1	1	1	621	27,110	27,590	27,590	27,590
Subtotal	4	4	2		208,160	98,310	98,310	98,310
ADD: Longevity					1,560	2,090	2,250	2,410
Employee Compensation					5,890	0	0	0
TOTAL	4	4	2		215,610	100,400	100,560	100,720

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 10 - DIRECTOR'S OFFICE
SECTION: 03 - BUDGET OFFICE

	1993 ACTUAL	1994 ADOPTED	1994 REVISED	1995 APPROVED	1995 ADOPTED	1996 APPROVED
110 Regular Salaries	221,640	258,840	256,380	265,950	264,720	264,930
120 Special Salaries	0	0	0	0	0	0
130 Overtime	378	0	500	0	500	500
140 Employee Benefits	52,581	64,310	61,640	65,350	66,150	68,780
150 Planned Savings	0	(4,080)	(3,790)	0	(3,930)	(3,830)
SUBTOTAL PERSONAL SERVICES	274,599	319,070	314,730	331,300	327,440	330,380
210 Utilities	0	0	0	0	0	0
220 Communications	3,619	3,140	3,820	3,140	3,860	3,860
230 Transportation and Training	44	1,500	1,990	1,500	40	40
240 Insurance	0	0	0	0	0	0
250 Professional Fees	400	400	400	400	400	400
260 Data Processing	34,428	34,630	34,630	34,630	37,300	37,300
270 Equipment Contractuals	17	80	80	80	80	80
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	579	470	540	470	540	540
SUBTOTAL CONTRACTUAL SERVICES	39,087	40,220	41,460	40,220	42,220	42,220
310 Office Supplies	10,879	21,340	19,260	21,340	19,260	19,260
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	0	0	0	0	0	0
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	0	150	300	150	150	150
390 Other Commodities	50	0	50	0	50	50
SUBTOTAL COMMODITIES	10,929	21,490	19,610	21,490	19,460	19,460
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	0	700	0	700	0	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	700	0	700	0	0
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	324,615	381,480	375,800	393,710	389,120	392,060

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 10 - DIRECTOR'S OFFICE
SECTION: 03 - BUDGET OFFICE

The Budget Office supervises the development and administration of the annual budgets. This office also advises the City Manager and the Director of Finance on budget and associated financial matters. The major activity of this section is preparing the budget between February and August. This includes responsibility for developing all preliminary information for both the governing body and City staff; instructing all divisions and departments as to necessary and appropriate budgetary procedures; considering and reviewing all budget proposals; implementing all revisions directed by the governing body; and publishing the adopted budget document. Other duties include the daily administration of the operating and CIP budgets, which entails reviewing personnel requisitions, capital outlay requests, budget adjustments and financial and performance studies for conformance to City policies. In addition, this section prepares a five year financial projection of major funds and responds to special research requests, as needed.

POSITION TITLE	POSITIONS			1995 EMPLOYMENT RANGE	1994 ADOPTED	1994 REVISED	1995 ADOPTED	1996 APPROVED
	1993 RVSD	1994 ADPTD	1995 ADPTD					
Budget Officer	1	1	1	112	46,250	48,960	48,960	48,960
Senior Budget Analyst	3	3	3	115	113,440	124,680	124,680	124,680
Budget Analyst	2	2	2	117	67,660	57,600	64,170	64,170
Secretary II	1	1	1	619	23,700	23,580	25,140	25,140
Subtotal	7	7	7		251,050	254,820	262,950	262,950
ADD Longevity					1,530	1,560	1,770	1,980
Employee Compensation					6,260	0	0	0
TOTAL	7	7	7		258,840	256,380	264,720	264,930

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 11 - FINANCIAL MANAGEMENT
SECTION: 02 - CONTROLLER
ACTIVITY: 01 - GENERAL ACCOUNTING

	1993 ACTUAL	1994 ADOPTED	1994 REVISED	1995 APPROVED	1995 ADOPTED	1996 APPROVED
110 Regular Salaries	459,741	433,390	420,930	441,890	420,940	421,460
120 Special Salaries	0	0	0	0	0	0
130 Overtime	2,462	0	0	0	0	0
140 Employee Benefits	120,207	112,640	103,380	113,740	108,820	113,610
150 Planned Savings	0	(7,260)	(7,980)	0	(7,180)	(7,190)
SUBTOTAL PERSONAL SERVICES	582,410	538,770	516,330	555,630	522,580	527,880
210 Utilities	0	0	0	0	0	0
220 Communications	7,790	8,860	9,070	8,660	8,970	8,970
230 Transportation and Training	297	0	0	0	0	0
240 Insurance	0	0	0	0	0	0
250 Professional Fees	38,696	47,990	57,010	57,450	57,470	57,470
260 Data Processing	97,666	93,030	179,180	98,980	93,010	93,010
270 Equipment Contractuals	223	890	600	890	600	600
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	6,822	4,400	8,160	4,400	8,160	8,160
SUBTOTAL CONTRACTUAL SERVICES	151,494	155,170	254,020	170,380	168,210	168,210
310 Office Supplies	15,034	16,250	18,050	16,250	18,250	18,250
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	0	0	0	0	0	0
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	677	900	1,880	900	1,880	1,880
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	15,711	17,150	19,930	17,150	20,130	20,130
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	0	350	350	350	350	350
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	350	350	350	350	350
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	<u>749,615</u>	<u>711,440</u>	<u>790,630</u>	<u>743,510</u>	<u>711,270</u>	<u>716,570</u>

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 11 - FINANCIAL MANAGEMENT
SECTION: 02 - CONTROLLER
ACTIVITY: 01 - GENERAL ACCOUNTING

The responsibility of the Controller's Office is to direct the general accounting, auditing and payroll activities of the City. In addition, this division coordinates the debt and Capital Improvement Program, develops accounting and auditing programs, advises the Director of Finance and the City Manager on accounting and auditing matters, and provides financial statements to administrative officials. This division's goal is the continued improvement of accounting systems and financial information, to ensure internal control against, waste, inefficiency and financial infidelity; and so that interested parties are better informed about the City's financial condition and operation in a timely matter.

POSITION TITLE	POSITIONS			1995 EMPLOYMENT RANGE	1994 ADOPTED	1994 REVISED	1995 ADOPTED	1996 APPROVED
	1993 RVSD	1994 ADPTD	1995 ADPTD					
Assistant Director of Finance	0	0	1	005	0	49,900	54,060	54,060
Controller	1	1	1	008	50,440	46,080	45,470	45,470
Financial Projects Director	1	1	0	113	46,120	0	0	0
Senior Accountant	2	2	2	115	79,380	83,850	83,850	83,850
Accountant	4	3	2	117	110,590	75,710	75,710	75,710
Associate Accountant	1	1	1	623	29,810	30,340	30,340	30,340
Account Clerk III	2	2	2	621	54,220	59,130	55,180	55,180
Account Clerk II	2	2	2	619	49,410	50,280	50,280	50,280
Secretary II	1	1	1	619	24,710	25,140	25,140	25,140
Account Clerk I	1	1	1	617	22,570	22,260	22,970	22,970
Clerk II	1	1	1	615	19,620	19,770	21,030	21,030
Subtotal	16	15	14		486,870	462,460	464,030	464,030
ADD: Longevity					6,200	5,270	5,790	6,310
Employee Compensation					7,540	0	0	0
LESS:								
Assistant Director of Finance (50%)					0	(24,950)	(27,030)	(27,030)
Charge to capital projects (50% Senior Accountant)					(21,100)	(21,850)	(21,850)	(21,850)
Charge to Bond Issues (100% Financial Projects Dir)					(46,120)	0	0	0
TOTAL	16	15	14		433,390	420,930	420,940	421,460

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 11 - FINANCIAL MANAGEMENT
SECTION: 03 - PURCHASING
ACTIVITY: 01 - GENERAL PURCHASING

	1993 ACTUAL	1994 ADOPTED	1994 REVISED	1995 APPROVED	1995 ADOPTED	1996 APPROVED
110 Regular Salaries	270,538	276,280	308,710	280,940	305,890	307,460
120 Special Salaries	8,297	8,740	12,010	8,740	12,010	12,010
130 Overtime	1,738	0	0	0	0	0
140 Employee Benefits	62,166	73,540	69,550	74,110	71,800	74,250
150 Planned Savings	0	(1,620)	(4,540)	0	(4,550)	(4,580)
SUBTOTAL PERSONAL SERVICES	342,739	356,940	385,730	363,790	385,150	389,140
210 Utilities	0	0	0	0	0	0
220 Communications	14,626	16,550	10,770	16,550	11,270	11,270
230 Transportation and Training	0	0	0	0	0	2,000
240 Insurance	0	0	0	0	0	0
250 Professional Fees	106	0	0	0	0	0
260 Data Processing	47,666	47,480	41,150	47,480	41,150	41,150
270 Equipment Contractuals	317	300	300	300	300	300
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	1,162	410	1,380	630	1,500	1,500
SUBTOTAL CONTRACTUAL SERVICES	63,877	64,740	53,600	64,960	54,220	56,220
310 Office Supplies	11,784	10,060	11,750	10,060	11,250	11,250
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	0	200	200	200	200	200
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	34	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	0	0	0	0	0	0
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	11,818	10,260	11,950	10,260	11,450	11,450
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	0	280	0	280	0	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	280	0	280	0	0
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	<u>418,434</u>	<u>432,220</u>	<u>451,280</u>	<u>439,290</u>	<u>450,820</u>	<u>456,810</u>

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 11 - FINANCIAL MANAGEMENT
SECTION: 03 - PURCHASING
ACTIVITY: 01 - GENERAL PURCHASING

This section serves as the City's centralized purchasing office; allowing for the highest quality merchandise for the lowest possible cost. Activities include processing requisitions and purchase orders, taking and analyzing bids, disposing of all surplus and condemned City property, and selling State right-of-way property.

POSITION TITLE	POSITIONS			1995 EMPLOYMENT RANGE	1994 ADOPTED	1994 REVISED	1995 ADOPTED	1996 APPROVED
	1993 RVSD	1994 ADPTD	1995 ADPTD					
Purchasing Manager	1	1	1	114	42,160	51,590	44,710	44,710
Senior Buyer	1	1	1	116	37,140	39,330	39,330	39,330
Buyer	3	3	3	118	94,700	100,370	100,370	100,370
Secretary	2	2	2	619	49,410	43,590	45,200	46,400
Account Clerk I	1	1	1	617	22,570	22,970	22,970	22,970
Data Control Clerk	1	1	1	617	22,570	22,970	22,970	22,970
Subtotal	9	9	9		268,550	280,820	275,550	276,750
ADD Longevity					2,980	2,940	3,310	3,680
Employee Compensation					4,750	0	0	0
Assistant Director of Finance (50%)					0	24,950	27,030	27,030
Secretary (75%)	1	1	1		8,740	12,010	12,010	12,010
TOTAL	10	10	10		285,020	320,720	317,900	319,470

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL FUND
DEPARTMENT: 03 - FINANCE
DIVISION: 11 - FINANCIAL MANAGEMENT
SECTION: 04 - CLERK'S OFFICE

	1993 ACTUAL	1994 ADOPTED	1994 REVISED	1995 APPROVED	1995 ADOPTED	1996 APPROVED
110 Regular Salaries	56,490	57,110	58,630	57,960	58,730	58,830
120 Special Salaries	0	0	0	0	0	0
130 Overtime	0	0	0	0	0	0
140 Employee Benefits	13,098	15,410	13,260	15,490	13,830	14,300
150 Planned Savings	0	0	(910)	0	(920)	(930)
SUBTOTAL PERSONAL SERVICES	69,588	72,520	70,980	73,450	71,640	72,200
210 Utilities	0	0	0	0	0	0
220 Communications	946	1,340	1,420	1,340	1,440	1,440
230 Transportation and Training	89	250	0	250	0	0
240 Insurance	0	0	0	0	0	0
250 Professional Fees	4,207	910	910	910	910	910
260 Data Processing	6,816	6,820	7,100	6,820	7,100	7,100
270 Equipment Contractuals	78	1,180	1,180	1,180	1,180	1,180
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	985	1,620	1,720	2,030	2,040	2,040
SUBTOTAL CONTRACTUAL SERVICES	13,131	12,120	12,330	12,530	12,670	12,670
310 Office Supplies	4,569	6,950	6,950	6,950	6,920	6,920
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	0	0	0	0	0	0
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	0	0	0	0	0	0
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	4,569	6,950	6,950	6,950	6,920	6,920
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	0	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	<u>87,288</u>	<u>91,590</u>	<u>90,260</u>	<u>92,930</u>	<u>91,230</u>	<u>91,790</u>

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 11 - FINANCIAL MANAGEMENT
SECTION: 04 - CLERK'S OFFICE

The Records section is responsible for acting as ex-officio clerk of the City Council, the Board of Bids and Contracts and Staff Screening and Selection Committee; and preparing minutes of all meetings and performing such other duties as may be directed by the Director of Finance.

POSITION TITLE	POSITIONS			1995 EMPLOYMENT RANGE	1994 ADOPTED	1994 REVISED	1995 ADOPTED	1996 APPROVED
	1993 RVSD	1994 ADPTD	1995 ADPTD					
Administrative Asst.	1	1	1	118	30,910	32,810	32,810	32,810
Secretary	1	1	1	619	24,710	25,140	25,140	25,140
Subtotal	2	2	2		55,620	57,950	57,950	57,950
ADD Longevity					660	680	780	880
Employee Compensation					830	0	0	0
TOTAL	2	2	2		57,110	58,630	58,730	58,830

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 12 - TREASURY

	1993 ACTUAL	1994 ADOPTED	1994 REVISED	1995 APPROVED	1995 ADOPTED	1996 APPROVED
110 Regular Salaries	371,952	399,550	441,320	414,140	445,470	457,060
120 Special Salaries	30,253	36,210	39,780	36,210	42,080	44,930
130 Overtime	5,535	0	0	0	0	0
140 Employee Benefits	107,001	120,930	123,330	127,370	129,630	138,580
150 Planned Savings	0	(16,830)	(8,580)	0	(8,620)	(8,450)
SUBTOTAL PERSONAL SERVICES	514,741	539,860	595,850	577,720	608,560	632,120
210 Utilities	0	0	0	0	0	0
220 Communications	34,719	38,830	37,250	38,830	34,850	38,220
230 Transportation and Training	8,883	1,700	0	1,700	0	0
240 Insurance	100	0	100	0	100	100
250 Professional Fees	22,367	33,500	108,960	33,500	63,660	64,580
260 Data Processing	50,576	50,260	50,260	50,260	50,260	50,260
270 Equipment Contractuals	2,943	2,720	2,720	2,720	2,720	2,720
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	9,450	11,030	12,640	11,030	12,640	12,720
SUBTOTAL CONTRACTUAL SERVICES	124,038	138,040	211,930	138,040	164,230	168,600
310 Office Supplies	32,131	21,500	29,600	21,500	27,800	28,900
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	14	700	700	700	700	700
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	8,098	12,000	12,000	12,000	12,000	12,000
370 Building Parts	28	0	0	0	0	0
380 Non-Capitalizable Equipment	980	250	250	250	250	250
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	41,251	34,450	42,550	34,450	40,750	41,850
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	0	0	0	0	40,500	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	40,500	0
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	680,030	712,350	850,330	750,210	854,040	842,570

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 12 - TREASURY

The Treasury Section is responsible for all revenue management and investment activities. The revenue management function includes: collection and distribution of all City revenue including vendor and payroll disbursements; development of collection procedures and systems; daily cash reports; preparation of bank deposits; and parking meter coin collections. The Express Office oversees the accounting and collection of water utility bills, municipal court and licensing. The investment function is responsible for projecting cash balances, maintaining cash position and administering investments of all funds including pooled funds and designated funds as required.

POSITION TITLE	POSITIONS			1995 EMPLOYMENT RANGE	1994 ADOPTED	1994 REVISED	1995 ADOPTED	1996 APPROVED
	1993 RVSD	1994 ADPTD	1995 ADPTD					
City Treasurer	0	0	1	006	0	56,200	60,880	60,880
Cash Manager	1	1	1	115	36,000	31,700	31,700	31,700
Administrative Assistant	1	1	1	118	26,490	29,390	29,390	29,390
Administrative Aide III	1	1	0	120	29,870	15,820	0	0
Associate Accountant	1	1	1	623	23,970	24,060	25,890	27,530
Account Clerk III	1	1	1	621	25,390	25,840	27,150	27,590
Account Clerk II	3	3	3	619	70,870	72,500	72,500	72,500
Account Clerk I	1	1	1	617	21,240	17,680	19,210	20,350
Customer Service Clerk I	8	8	8	617	139,560	156,210	167,350	175,300
Clerk II	0	0	1	615	0	21,030	21,030	21,030
Clerk I	1	1	0	613	18,970	0	0	0
Subtotal	18	18	18		392,360	450,430	455,100	466,270
ADD: Longevity					3,800	2,130	2,550	2,970
Employee Compensation					3,390	0	0	0
LESS: City Treasurer (20%)					0	(11,240)	(12,180)	(12,180)
TOTAL					399,550	441,320	445,470	457,060
Customer Service Clerk (PT-50%)	3	3	3		25,610	26,520	27,670	29,670
Customer Service Clerk (PT-75%)	1	1	1		10,600	13,260	14,410	15,260
TOTAL	22	22	22		435,760	481,100	487,550	501,990

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 12 - TREASURY
SECTION: 02 - SPECIAL ASSESSMENTS

	1993 ACTUAL	1994 ADOPTED	1994 REVISED	1995 APPROVED	1995 ADOPTED	1996 APPROVED
110 Regular Salaries	140,352	149,620	150,870	154,380	160,140	160,140
120 Special Salaries	1,107	0	0	0	0	0
130 Overtime	73	0	0	0	0	0
140 Employee Benefits	31,313	42,260	31,980	42,970	34,050	35,590
150 Planned Savings	0	(2,400)	(2,290)	0	(2,610)	(2,430)
SUBTOTAL PERSONAL SERVICES	172,845	189,480	180,560	197,350	187,580	193,300
210 Utilities	0	0	0	0	0	0
220 Communications	2,979	4,950	5,290	4,950	5,430	5,570
230 Transportation and Training	0	0	0	0	0	0
240 Insurance	0	0	0	0	0	0
250 Professional Fees	4,145	4,990	4,490	4,990	28,990	4,490
260 Data Processing	32,821	28,610	28,610	28,980	28,160	28,160
270 Equipment Contractuals	78	110	110	110	110	120
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	2,874	3,070	3,080	3,070	3,080	3,080
SUBTOTAL CONTRACTUAL SERVICES	42,897	41,730	41,580	42,100	65,770	41,420
310 Office Supplies	3,795	4,900	4,300	4,900	4,300	4,420
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	0	450	450	450	450	450
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	182	390	390	390	390	390
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	3,977	5,740	5,140	5,740	5,140	5,260
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	0	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	219,719	236,950	227,280	245,190	258,490	239,980

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 12 - TREASURY
SECTION: 02 - SPECIAL ASSESSMENTS

The Special Assessments section is responsible for maintaining files on all public improvement projects scheduled for General Obligation bond sales; scheduling and coordinating bond sales and appraisers' hearings; ownership list preparation on project benefit districts; calculation of assessments to each benefit district; preparation of ordinance levying assessments; and transcript assembly on projects in each bond sale; maintaining special assessment tax records on each parcel of land having City of Wichita specials, Airport and Water Department specials, delayed and deferred specials, and City owned property; processing 30-day cash payments, miscellaneous payments, pre-paid specials, and bond and interest payments; spreading specials to the tax roll; certifying specials to the County; and, reapportioning specials to all parcels which have been split, replatted or newly platted.

POSITION TITLE	POSITIONS			1995 EMPLOYMENT RANGE	1994 ADOPTED	1994 REVISED	1995 ADOPTED	1996 APPROVED
	1993 RVSD	1994 ADPTD	1995 ADPTD					
Special Assessment Coordinator	1	1	1	117	38,800	38,800	38,800	38,800
Administrative Aide I	1	1	1	620	25,870	21,950	23,300	24,730
Account Clerk II	1	1	1	619	19,920	20,170	21,640	22,950
Data Control Clerk	3	3	3	617	62,680	57,880	59,290	60,450
Subtotal	6	6	6		147,270	138,800	143,030	146,930
ADD Longevity					1,250	830	930	1,030
Employee Compensation					1,100	0	0	0
City Treasurer (20%)					0	11,240	12,180	12,180
TOTAL	6	6	6		149,620	150,870	156,140	160,140

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - TREASURY
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 02 - PENSION MANAGEMENT

	1993 ACTUAL	1994 ADOPTED	1994 REVISED	1995 APPROVED	1995 ADOPTED	1996 APPROVED
110 Regular Salaries	71,625	97,540	0	98,740	0	0
120 Special Salaries	0	0	0	0	0	0
130 Overtime	3,241	0	0	0	0	0
140 Employee Benefits	17,140	25,270	0	25,380	0	0
150 Planned Savings	0	0	0	0	0	0
SUBTOTAL PERSONAL SERVICES	92,006	122,810	0	124,120	0	0
210 Utilities	0	0	0	0	0	0
220 Communications	2,445	1,960	0	1,960	0	0
230 Transportation and Training	1,215	1,200	0	1,200	0	0
240 Insurance	0	0	0	0	0	0
250 Professional Fees	125	0	0	0	0	0
260 Data Processing	11,668	13,960	0	13,960	0	0
270 Equipment Contractuals	78	90	0	90	0	0
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	361	80	0	60	0	0
SUBTOTAL CONTRACTUAL SERVICES	15,892	17,290	0	17,270	0	0
310 Office Supplies	1,777	2,010	0	2,010	0	0
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	0	0	0	0	0	0
340 Equipment Parts	68	0	0	0	0	0
350 Materials	0	0	0	0	0	0
360 Equipment Supplies	0	0	0	0	0	0
370 Building Parts	0	0	0	0	0	0
380 Non-Capitalizable Equipment	80	0	0	0	0	0
390 Other Commodities	0	0	0	0	0	0
SUBTOTAL COMMODITIES	1,925	2,010	0	2,010	0	0
410 Land	0	0	0	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	0	0	0
440 Office Equipment	0	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	0	0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0	0
510 Interfund Transfers	0	0	0	0	0	0
520 Debt Service	0	0	0	0	0	0
530 Other Non-Operating Expenses	0	0	0	0	0	0
540 Other	0	0	0	0	0	0
SUBTOTAL OTHER	0	0	0	0	0	0
TOTAL	<u>109,823</u>	<u>142,110</u>	<u>0</u>	<u>143,400</u>	<u>0</u>	<u>0</u>

CITY OF WICHITA 1995/96 ANNUAL BUDGET

FUND: 110 - GENERAL
DEPARTMENT: 03 - FINANCE
DIVISION: 02 - TREASURY
SECTION: 02 - RECORDS AND BENEFITS
ACTIVITY: 02 - PENSION MANAGEMENT

This activity is responsible for the overall coordination and direction of the City retirement system, retiree insurance program, and Deferred Compensation Plan of City employees. The activity acts as the administrative and financial arm for four boards -- the Wichita Employees' Retirement System Board, the Police and Fire Retirement System Board, the Wichita Municipal Employees' Group Life Insurance Plan Board, and the Deferred Compensation Plan Management Board -- which establish policy and programs. The Pension Manager also serves as a voting member of the Management Board of the Deferred Compensation Plan and on the investment and disability screening committees of both retirement boards.

POSITION TITLE	POSITIONS			1995 EMPLOYMENT RANGE	1994 ADOPTED	1994 REVISED	1995 ADOPTED	1996 APPROVED
	1993 RVSD	1994 ADPTD	1995 ADPTD					
Pension Manager	1	1	0	112	44,830	0	0	0
Administrative Aide III	1	1	0	120	26,230	0	0	0
Secretary	1	1	0	619	24,710	0	0	0
Subtotal	3	3	0		95,770	0	0	0
ADD Longevity					550	0	0	0
Employee Compensation					1,220	0	0	0
LESS: Transfer to P&F and WER Funds								
TOTAL					97,540	0	0	0

NOTES